Fauquier
COUNTY
PUBLIC
Library

library/fauquiercounty.gov

Using a Public Computer
12/16/2009

- The library uses specialized software to reserve and time all public computer sessions to provide efficient and equitable service to all patrons.
- Each user is limited to 30 minutes per session.
- A written warning will appear on the computer screen when you have 5 minutes of your session left.
- At the end of the session you will be logged off automatically and unsaved work will be lost. See information regarding saving your work below.
- Users are limited to 90 minutes of computer use per day.

How do I log in using my library card?
1. Enter your patron ID (the barcode number on the back of your library card or your guest account number) into the CASSIE login window on the computer screen.
2. Read and agree to the Internet Use Policy.
3. Click on the "Start" button at the bottom left of the screen to open the start menu.
4. Choose the application you wish to use (i.e. Internet Explorer, Microsoft Word, etc.).

What if I don't have a library card?
If you are eligible for a card, you must register at the circulation desk. Guest passes are available for one-time use when photo identification is presented. You must have photo identification with your current address for a library card or a guest pass.

How much time do I have to use the computer?
Each computer session is limited to 30 minutes. At the end of the session you will be automatically logged off. You are limited to 90 minutes of computer use per day.

How will I know when my time is up?
The CASSIE taskbar at the bottom of your computer screen indicates how much time you have left in your computer session. A single written warning message will appear in the center of the computer screen when you have 5 minutes left on your session. This is the time to save or print your work. At the end of the 30 minute session you will be logged off automatically.

What if all the computers are in use?
The reservation station has an automated waiting list to reserve a computer for you. Ask the reference staff for assistance.

If I don't send my e-mail, print or save my work, will I lose it if my session ends?
YES! When you receive the 5-minute warning, you should finish your work, then either send it or save a copy to a 3.5" floppy disk or USB memory device. Most e-mail services provide for the saving of draft messages. Ask the reference staff for assistance.

I need to fill out an online job application. It may take longer than your time limits allows.
Unfortunately, some job application sites do not allow you to set up an account and/or edit your application at a later time. Before you start filling out your online application, please speak with the reference staff about extending your time limit in advance.

Does the library keep a record of the Web sites I've visited?
By default, the Internet Explorer 7 Web browser keeps track of the most-recent Web sites you have visited. The library has configured Internet Explorer 7 to keep the history for zero (0) days and all temporary Internet files are purged when the Web browser is closed. In addition, after each session, any "favorites" or bookmarks are deleted.

May I download a file from the Internet/my e-mail?
Library computers are networked and downloads to the local/hard drive are prohibited. Patrons may not tamper with or reconfigure computer equipment, software or data belonging to the library. If someone has sent you an attachment that can be opened in software supported by the library (Microsoft Word, Excel, PowerPoint, Adobe Reader), you can open the document and then save the file (if desired) to a USB storage device or a 3.5" floppy disk.

Warrenton Library
11 Winchester St.
Warrenton, Va. 20186

Bealeton Library
10877 Willow Drive North
Bealeton, Va. 22712

John Marshall Library
4133 Rectortown Road
Marshall, Va. 20115

Here are the steps to take if you need to open/save an attachment sent to you via e-mail:
1. Open the e-mail attachment.
2. A file download dialog box will pop up asking you whether you want to **Open**, **Save** or **Cancel**. Choose to **Open** the file. If Open is not an option (is grayed out), then you will not be able to open the document. ***MSN Hotmail/Windows Live Hotmail*** will show only the **Save/Cancel** options unless you click on the "*Remember me on this computer"* option when you log in to your account. Then the **Open** option will be shown.
3. Depending on the type of attachment (i.e., *.doc), the supporting program (i.e., Word) will open and you can view the attachment.
4. If you want to save the attachment, go to **File** > **Save As**.
5. Click on My Computer and select the external drive (A for floppy, usually E for USB storage device) as the destination. If you attempt to save to the local disk (C), you will be blocked from doing so.

What if I need to save a file?
Patrons may use their own preformatted 3.5" disks (when disk drives are available) or portable Universal Serial Bus (USB) devices to save files. The library recommends patrons use a USB device rather than preformatted 3.5" disks. The library is not responsible for the storage device(s) or for the correct saving of files and cannot guarantee that the library's computer workstations will be able to read/recognize the device or the data.

Please note that you will need to go to **File > Save As** and choose the destination, in this case the A drive for a floppy; E for a USB. If you attempt to save to the local disk (C), you will be blocked from doing so.

How do I open a file that I have saved on a disk or USB device?
The file(s) in question must be in a format that is readable by library-supported software (Microsoft Word, Excel, PowerPoint, Publisher, Notepad or Internet Explorer).
1. Insert your floppy disk or USB device.
2. Click on the start menu.
3. Choose/select the program with which you created the file (i.e., if the file ends with ".xls" or ".xlsx," select Microsoft Excel).
4. From the File menu, select **Open**.
5. If you click on the C drive, you will be blocked. Instead, click on the drive/storage device that contains the file (A for floppy, E for USB).
6. Select the file you need to access.

Is there a charge for printing?
There is a charge of 10 cents per page for printing from the Internet or other electronic resources. Staff will not release your print job unless payment is made. You cannot print using wireless Internet access. Photocopiers are available for making copies from print resources at 15 cents per page.

Does the library filter access to the Internet?
The library has installed filters on all public access computers in accordance with the laws of the Commonwealth of Virginia. Patrons who are over 18 or who have a signed Internet registration card on file may ask to have Web sites that are being used for research allowed through the filter. Requested sites must not violate state law or library policy.

May children use the computers not located in the children's areas?
Yes, children are welcome to use any of the library's public access computers. Limited age-appropriate access to the Internet is provided in the children's areas of the library.

I am not that comfortable using computers and/or the Internet. Will library staff assist me?
Library staff provides limited assistance for basic start-up procedures but cannot offer in-depth personal instruction in the use of a computer or software applications. Instructional materials and online tutorials are available to help with some software applications. Library staff members are also available to assist patrons with searches and can suggest search strategies. If you need basic instruction on how to use the Internet, see the schedule of free, short introductory classes on Internet searching that are regularly presented at the library. Locally, computer courses are offered at Lord Fairfax Community College, Germanna Community College and the Culpeper Career Resource Center, which has satellite locations in Warrenton, Washington and Madison.